

NATIONAL SCIENCE FOUNDATION OGC #
Non-Federal Travel Reimbursement Approval and Report Travel Order #
(This form is required in order to accomplish the approval and reporting requirements of O/D 91-17.)

SECTION A - TRIP DESCRIPTION & CERTIFICATION

1a. Traveler's Name (Last, First, MI)

1b. Traveler's Title

1c. Division/Directorate

2a. Event Title

2b. Event Location

2c. Event Sponsor

3. Non-Federal Source of Reimbursement

4. Purpose of Attendance (e.g., participation in meetings, conferences, etc.)

5a. Beg. & End. Dates of Travel (MM/DD/YY)

5b. Actual Date(s) of Event

6. I certify that the reimbursement was not solicited.

Traveler's Signature

Date

SECTION B - APPROVING OFFICIAL'S CERTIFICATION

7. Reimbursement* will be ☐ Check payable to NSF** ☐ In-kind (e.g., given airline ticket, paid lodging)

8. Expenses to be reimbursed ☐ Transportation ☐ Lodging ☐ Meals ☐ Other (e.g., conference fees)

9a. Will traveler's spouse attend the event? ☐ Yes ☐ No 9b. If yes, will spouse's expense be reimbursed? ☐ Yes ☐ No

Your approval of this reimbursement constitutes your certification that acceptance of this reimbursement would not cause a reasonable person with knowledge of all the facts relevant to a particular case to question the integrity of NSF's programs or operations. In making this determination you must consider:

- The identity of the non-Federal source;
- The nature and sensitivity of any pending matter affecting the interest of the non-Federal source;
- The significance of the employee's role in any such matter;
- The purpose of the meeting or similar function;
- The identity of other expected participants;
- The monetary value and character of the travel benefits offered; and
- Other relevant facts (if any).

10. Approving Official's Signature

Date

SECTION C - REPORT OF REIMB. FROM NON-FEDERAL SOURCE (#3 ABOVE)

Type of Expense	Transportation	Lodging	Meals	Other	Total
11. Total Expenses for the Trip					
12. Check Paid to NSF by Non-Federal Source					
13. In-Kind Provided by Non-Federal Source					
14. Total from Non-Fed. Source (#12 + #13)					
15. NSF Share/Excess to Ret. to Donor (#11 - #14)					

16. Traveler's Signature (after return)

Date

*Note: Reimbursements, in cash or in-kind, from non-Federal sources for official travel to attend meetings or similar functions are not subject to maximum rates specified in Federal Travel Regulations, but they must be comparable to those rates offered to, or purchased by, other similarly situated individuals attending the meeting or event.

**Note: Non-Federal sources should be advised to make checks payable to the National Science Foundation and to reference the traveler's name and Travel Order number.

INSTRUCTIONS

1. Prior approval is **required**.

Complete Sections A and B and forward the form to OGC for review at least one week before any official travel involving reimbursement from a non-Federal source. If all is in order, OGC will assign an OGC tracking number and return the original to the originating office.

Approving officials are: Assistant Directors/Office Directors for their employees
Deputy Director for Assistant Directors and Office Directors
Director for self and Deputy Director

2. Upon completion of travel, please do the following:

- (a). Prepare a Travel Voucher, SF1012, reporting all expenses with appropriate offsets for check and in-kind reimbursements from non-Federal sources.
- (b). Complete Section C of this form.
- (c). Forward both forms to Accounts Payable Section, DFM.